

Minutes of the meeting of WATTON TOWN COUNCIL held on
Tuesday November 8th 2022 at 7.00pm in the Council Chamber at
Wayland Hall, Middle Street, Watton IP25 6AG

Councillors Present: Sue Hebborn – Chairman, Tobi Amadasun, Peter Bishop – Vice-Chairman, Beryl Bunning, Jane Fountain, Keith Gilbert, Stan Hebborn, Don Saunders, Kathryn Stallard, Pat Warwick, James Wooler.

Officer present: Jane Scarrott Clerk

2 members of the public present

1. APOLOGIES FOR ABSENCE RECEIVED AND ACCEPTED

Tina Cruz, Tina Kiddell and Keith Prince

2. DECLARATIONS OF INTEREST MADE

Tobi Amadasun declared an interest in any discussion which will include Watton Sports Association.

3. MINUTES

3.1 Minutes of the meeting held on October 25th 2022 were accepted as a true record and signed by the Chairman.

3.2 Written report presented updating on items from the meeting on 25.10.22

- Rotary Club has been informed that they can replace the plaque as requested on the Town Sign. They have been asked to add the name of the designer and provide a draft of the plaque before it is erected.
- Christmas lighting has been erected. Tree to be installed the week beginning 21st Nov.
- Contractors have been instructed to undertake cleaning of the bus shelters and windows at Wayland Hall as resolved.
- Instruction has been given for the contractor to begin works on refurbishment of the Public Toilets as agreed.
- Contractor instructed to undertake Wayland Hall Legionella works.
- Museum to be asked to digitalise further minutes. Minutes from more recent years are all held electronically.
- Town Crier is booked for the Kings Coronation Celebrations.
- A meeting has been scheduled to meet with Ian Sharman at County Hall to discuss issues around Church Walk.

4. REPORTS

4.1 Chairman's Report

The Chairman has attended the Fireworks Evening on October 29th and the litter pick the following day. The Chairman expressed her thanks on behalf of the town to everyone who organised and participated in the event.

4.2 Vice-Chairman's Report

The Vice-Chairman reported that on October 27th he took part in interviews for the Food Hub Supervisor and attended the Fireworks Event on the 29th and the HR Committee meeting on November 1st.

4.3 Clerk's Report

Written report issued with the agenda pack:

Dereham Town Council

Tony Needham, Clerk to Dereham Town Council, has made contact to offer to visit Watton to share experiences in Dereham of establishing a park on land acquired by the Town Council. Dereham Town Council meet on the same Tuesday evenings as Watton Town Council so it would be preferable if an afternoon meeting could be arranged. Date to be arranged.

High Street

The Office has received more complaints than usual recently about the litter in Watton High Street. Breckland District Council has been made aware of this and the response received is copied below:

“Serco are completing street cleansing activities in the town centres daily. The activities include litter picking, litter/dog bin emptying and sweeping. If you do have any concerns about any specific issues or areas please let me know and we can look into resolving them.”

Specific concerns have been passed to SERCO and contact has been made with the local street cleaning team who have been into the Town Council Office.

Verbal update given:

- Councillor Pat Warwick and the Clerk will be booked to attend the Norfolk Association of Local Councils (NALC)/Society of Local Council Clerks seminar at Thetford on November 23rd.
- Notices of upcoming NALC on-line events passed to Councillors.
- The Office has submitted chosen colours to the contractor who will be refurbishing the public toilets.
- Noted that the Watton Neighbourhood Plan has been submitted to Breckland District Council.
- The November edition of the Watton Town Council newsletter was shared with Councillors. Suggested amendments will be made before publication.
- Notice has been received of the s106 application made by Watton Sports Association to Breckland District Council for a financial contribution for a planned skate park at the Sports Centre.
- Report received from County Councillor Claire Bowes shared with Councillors.

5. PUBLIC PARTICIPATION

Sarah Macleay Macmillan Engagement Lead, Norfolk, Suffolk and Cambridgeshire spoke about the support Macmillan can offer those affected by cancer and the desire to establish a support group in Watton. It will be an agenda item for the next Full Council meeting to consider how the Town Council might assist.

Harvey Woodyatt informed the meeting of issues being caused by pigeons congregating around Wayland Hall. Gutters urgently need clearing of pigeon droppings.

A proposal was made that the suggestion that the gutters are cleared at Wayland Hall and the Kings Arms and that the cost of the work is split appropriately will be considered as an emergency item at the Finance Committee meeting on 10.11.22. A quote for the work will be needed.

Remedies are needed to stop pigeons gathering on the roof.

A suggestion was also made that the Council might consider installing solar panels on the roof at Wayland Hall.

6. EMERGENCY FINANCE COMMITTEE MEETING

A meeting of the Finance Committee had been held prior to the Town Council meeting.

Recommendations were made from the meeting to Full Council:

It was resolved that a fund should be identified that offers emergency support to recognised Watton Community Groups and individual residents who reside in the parish of Watton.

The funding will be available until the end of the current financial year.

The funding will be drawn from the Community Provision Budget allocation

There will be limit of £2000 on the overall Emergency Support Budget.

The fund may be accessed by recognized Watton Community Groups on behalf of the community or individuals residing within Watton.

A limit of £100 should be set per application unless the Mayor and Town Clerk, acting together, feel £200 should be awarded in exceptional circumstances.

The procedure for applications for funding will be by completion of a form based on the current grants application form.

The Town Clerk and Mayor, acting together, will be given the delegated authority to agree applications, and the Town Council will be informed of these at the next available meeting.

The Fund will be publicised to local community groups.

7. WARM SPACES

The Town Council is looking at how it might support other organisations to provide a Warm Space. Through Tobi Amadasun, Chairman of the Association, Watton Sports Association was asked to present a proposal to the Town Council for possible support to create a daily Warm Space area.

A meeting will be arranged with Gabriella Crittenden, Community Enabler, Breckland Council who is investigating funds that could be used to support groups wanting to offer a Warm Space in their locality.

8. HR COMMITTEE

The draft minutes of the HR Committee meeting held 01.11.22 were received.

8.1 The Communications Policy was accepted as presented.

8.2 Recommendations from the HR Committee:

- I. **It was resolved that**, in principle, agreement is made that all Councillors should be provided with appropriate training and a laptop to use for Council business. Implementation to be for the new Council from May 2023.
- II. Standing Orders to be amended to include an expectation that Councillors will undergo relevant training.

9. WAYLAND ACADEMY ACHIEVEMENT EVENING

It was resolved to donate £50 to the Wayland Academy Achievement Evening.

10. GRANT APPLICATION

A grant application from the Watton Air Cadets was raised but this will be considered at the end of the month Town Council Meeting when further information has been obtained.

Procedure is that grants are considered at the end of the month meeting.

11. **MAYORS CHAIN**

Quotes have been received for necessary repair of the Mayor's chain but it was felt other prices should be obtained, both for repair or a possible new chain.

12. **RISK MANAGEMENT PLAN**

The Risk Management Plan was accepted as presented.

13. **TOWN CLOCK**

It was resolved not to accept the quotes received to repair the mechanism of the town clock or to fit an autowinder.

Further research will be undertaken regarding installation of a battery operated clock movement.

14. **PHOTOGRAPHS**

Discussion took place around the use of photographs of Councillors. It was noted that there is no law against taking photographs of anyone in a public place as long as the pictures are not indecent.

Noted however that there may be General Data Protection Regulation issues around storing and using photographs.

15. **PLANNING**

Noted that Keith Gilbert, as a member of the Breckland Council Planning Committee, took no part in agreeing comments made.

15.1 3PL/2022/1134/VAR - Variation of Condition 1 on 3PL/2018/1078/CU Change of use from warehouse to leisure - WATTON: Breckland Business Park, Unit 2 Norwich Road

No comments

15.2 3PN/2022/0034/UC - Prior approval for change of use of ground floor shop (Class E) to dwelling

(Class C3) Schedule 2 Part 3 Class MA of the Town and Country Planning (General Permitted Development) (England) Order 2015 - WATTON: 10 High Street

No comments

15.3 3PL/2022/1183/HOU - Single Storey Wrap around extension replacing current conservatory - WATTON: 4 Churchill Close

No comments

15.4 3PL/2022/1149/HOU - Convert garage to kitchen extension & utility room – retrospective - WATTON: 1 Garden Close

No comments

15.5 3OB/2022/0060/OB - Application to discharge Paragraph 1.4 a) i) and ii) of the Third Schedule of 3PL/2018/0952/O - WATTON: Land At Thetford Road

Specialised Officer decision

16. Resolution passed to exclude the press and public to consider staffing and legal matters
16.1 It was resolved to recruit Joanne Howe as Watton Food Hub Supervisor.

Other matters noted:

- Investigation to be made regarding the procedure for obtaining Tree Preservation Orders for the lime trees at Church Walk
- Location of planters at Bridle Road play area – to be a future agenda item
- Thetford Road allotment land – to be a future agenda item
- No objections raised to the application made by Watton Sports Association for s106 funding towards a skate park
- Agreed to purchase protective coat for Father Christmas (£160).